

Suppliers' questionnaire technotrans-group

Dear Sir or Madam,

it is our opinion that a company can only exist, if it cooperates in a confidential way with reliable partners that are able to adapt to their customers' needs. In order to find out, if you are the kind of supplier that we would like to cooperate with in future, we would like to get a first impression of your company.

Therefore please let us have the data as below. Please fill in the form as completely as possible and return it to us.

Thank you and best regards

The team of purchasing and quality management of the technotrans-group

1. General Data

1.1. Customer numbers

Customer No.		To be filled in by technotrans
Vendor No.		To be filled in by technotrans

1.2. Address

Name	
Street	
Postcode	
City	
Country	
Phone	
Fax	
Hompag	
Industrial sector	
PO address	
Invoice address	

1.3. VAT ID-No.

1.4. Bank details

IBAN	
BIC	

1.5 Group affiliation

Please attach organisational chart.

1.6 Correspondance

Which date formats can you work with?

CAD-Format	
EDI / WebEDI	
Other	

1.7 Communication languages

1.8 Contact persons

	Name	Vorname
Sales		
Order processing		
Desing		
QM		
Claims		

1.9 Quantity of employees

	Previous year	Actual year
Total		
Thereof manufacturing		
Thereof design		
Thereof sales		
Thereof purchasing		
Thereof Service		
Thereof QM		

1.10 Subsidiaries

Number of subsidiaries/locations	
Number of subsidiaries/locations scheduled	

	Address	Phone
Location 1		
Location 2		
Location 3		

2. Product programme

Please attach catalogue

2.1 Manufacturer or dealer

Product group	Manufacturer	Dealer

2.2 Which measures ensure that the technotrans-groups approval is available prior to any subcontracting?

2.3 How flexible can you react on PO-Changes?

Number of day in advance	
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2.4 When and how is the technotrans-group informed about product changes?

2.5 Product liability insurance

Please attach copy of certificate of insurance.

Object insured	
Insurance volume	
Own risk	

2.6 Liability for defects

	yes / no
Liability period is 36 months?	
If no, which period is applicable	

	yes / no
Place of fulfilment is technotrans?	
If no, where?	

2.7 The products supplied are conforming to the Dodd-Frank act? (tantal, tin, tungsten and gold from the DR Congo and neighbouring countries)

yes / no

2.8 For how long can you guarantee the availability of spare parts?

months:

2.9 The products supplied were manufactured under fair working conditions, especially without the use of child labour, forced labour or discrimination.

yes / no

2.10 The products supplied were manufactured in the context of ecological actions, especially under consideration of local aspects of environmental protection as well as a sustainable treatment of resources.

yes / no

3. Customer- and supplier structure

3.1 Your customers

Quantity of main customers (80% turnover)	
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3.1 Main customers (A-customers)

Name	% of turnover

3.2 Main industrial sectors

3.3 Your suppliers

Quantity of suppliers	
Quantity of suppliers per 1 million EUR turnover	
The 5 largest suppliers are:	

3.4 Do you have a supplier management system?

yes / no

4. Balance of accounts

Please always indicate last year and year before last year!

4.1 Total capital

	Year before last year	Last year
Own capital		
Borrowed capital		

4.2 Annual net income?

Year before last year	Last year

4.3 Volume of investments?

Year before last year	Last year

4.4. Volume of R&D?

Year before last year	Last year

4.5 Volume of stock

	Year before last year	Last year
Ø stock value	€	€
Ø stock turnover		
Ø quantity of articles in stock		

4.6 Turnover in total

	Year before last year	Last year
Total turnover	€	€
% home country	%	%
% foreign	%	%
% technotrans-group	%	%

5. Terms of payment and delivery

Dou you accept our terms?

5.1 Delivery terms delivery free technotrans

yes / no

If no, which?

5.2 Packing no packing cost

yes / no

If no, which?

5.3 PO conditions minimum PO value 0,00 €

yes / no

If no, which?

Markup for small quantities 0,00 €

yes / no

If no, which?

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5.4 Payment terms 14 days 3%, 30 days net

yes / no

If no, which?

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5.5 Modes of delivery

	yes / no		yes / no
Kanban		Just-in-time	
Order on call		Consignment stock	
EDI-connection		Other	

6. Quality management

6.1 Do you have a quality assurance system?

yes / no

If yes, which one?

	Since	Valid until
DIN EN ISO 9001: 2008		
DIN EN ISO TS 16949		
Other		

Please attach certificates.

6.2 Are your suppliers considered under the a. m. QA-system?

yes / no

6.3 Are your suppliers regularly evaluated and audited if necessary?

yes / no

6.2 Are the products in conformance with RoHS?

yes / no

6.3 In how far do you compensate for products not conforming to RoHS?

6.5 Do you have a certified environmental management?

yes / no

Certificate	Since	Valid until

6.6 Do you accept audits by the technotrans-group and its customers as well at you as at your suppliers?

yes / no

6.7 Do you accept the General Terms and Conditions of Purchase of the technotrans-group?

yes / no

First Name / Name	
Function	
Signature	
Place / Date	

Remarks

Comment

Please return the completed and signed questionnaire to the following address:

gwk Gesellschaft Wärme Kältetechnik mbH
 Scherl 10
 58540 Meinerzhagen

Fax: +49 2354 7060 - 9333
 eMail: einkauf@gwk.com

To be filled in by technotrans:

Released

yes / no

Comment if not released

Purchasing Manager	
Date	

Head QM	
Date	